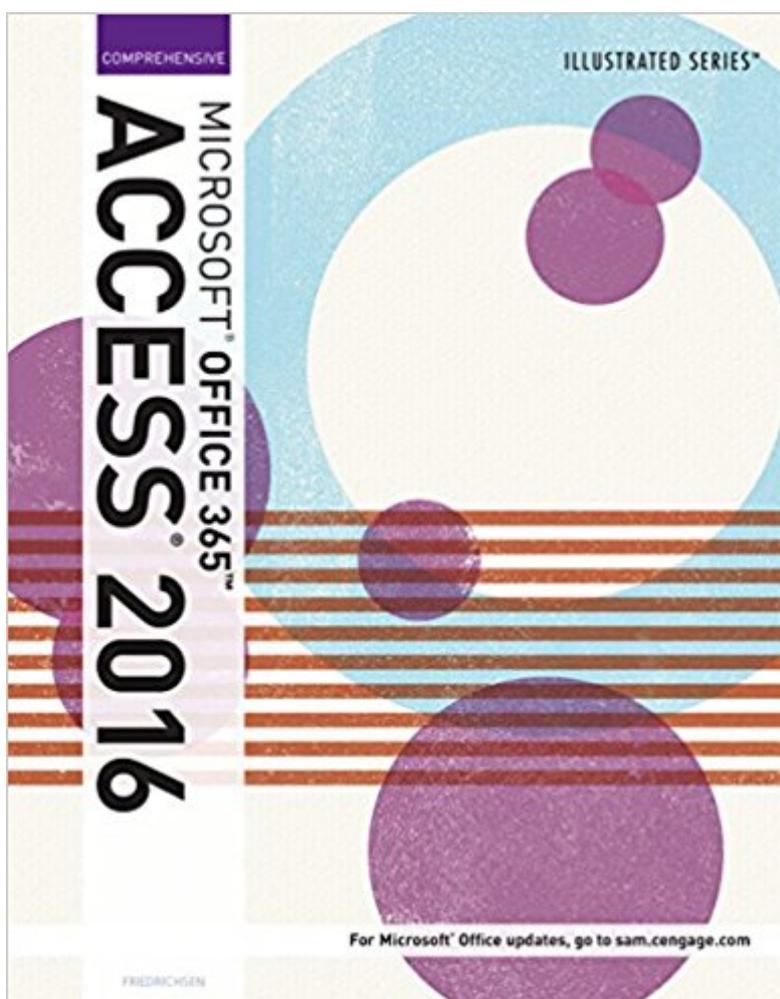The book was found

# Illustrated Microsoft Office 365 & Access 2016: Comprehensive, Loose-leaf Version

# Synopsis

Whether you're a computer rookie or pro, you can thoroughly master Microsoft Access 2016 with ILLUSTRATED MICROSOFT OFFICE 365 & ACCESS 2016: COMPREHENSIVE. Skills are accessible and easy to follow thanks to the Illustrated Series' hallmark two-page layout, which allows you to work through an entire task without turning the page. Praised for its concise, focused, user-friendly format, this book guides efficient study with Learning Outcomes that clearly outline the skills covered in each lesson. Larger full-color images reflect exactly what you should see on your own computer screen. Each module begins with a brief overview of the principles of the lesson and introduces a case study for further application to ensure you gain a complete understanding of Microsoft Access 2016. In addition, new Productivity Apps visually introduce Microsoft OneNote, Sway, Office Mix and Edge using hands-on activities.

# Book Information

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